

*The following was taken from the www.nfirs.fema.gov website for instructions on performing Bulk Imports of Fire Department Incidents to the National Data Base. The diagrams, notes, and arrows(beginning on page 4) have been added by Wisconsin Department of Commerce – Fire Prevention Program. The original document can be downloaded from the following link:
<http://www.nfirs.fema.gov/jsps/nfirsdownload.jsp?url=/webtools/documentation/biusteps.doc>
(updated 9/05)*

NFIRS 5.0 Bulk Import Utility (BIU) General Information

The Bulk Import Utility enables the automation of fire department and incident data processing at the National Database without using the USFA NFIRS 5.0 client software. Data files created by the USFA NFIRS 5.0 software Version 4.0 or later as well as data files created by Active Vendors' software can be placed on the server one at a time or in a batch mode. Export files created with NFIRS 5.0 software Version 3 can be sent, however, they will be processed under the most current rules and codes.

There is an upload limit of 10 files per zipped file, which allows a maximum of 30 files per upload.

While the transmission of data to the National Database is performed in a secure environment, the email receipt of the transmission and validation logs are only as secure as the user's email environment.

The amount of network and internet traffic may affect the transfer rate. The amount of files in queue on the server may affect the processing rate. The size of the import log files may affect the download rate. They are zipped to expedite download time.

Users sending files to the National Database using the Bulk Import Utility should confirm that the FDID header records for the FDIDs included in the file have been created in the National Database before proceeding with file transmission. Contact the State Program Manager or the NFIRS Support Center for more information.

File Format

Files must be in ASCII text format (created and saved in a text editor which does not add hidden or unprintable characters to the file contents). Zip files are allowed, with a limit of 10 files per zipped file. Zip files will speed upload performance of import.

A trial version of Winzip can be obtained at no cost at www.winzip.com. Users of Windows XP may use the compression program provided on the machine.

Necessary Specifications

The user must make the following selections before submitting the file(s) using the Bulk Import Utility:

- Accept Invalid Incidents
- Overwrite Existing incidents
- Verify the User's Email address displayed in the Address field is correct or current.

If a zipped file contains multiple files, the selections must be valid for each of the files. The selections will be applied to each of the files contained in the zipped file. Valid 4.1 incidents will be marked as Released when

imported to the National Database, in the same manner as the USFA Client Import/Export Tool validation and import functions.

Browser Requirements and Connectivity Information

- Minimum Recommended Modem Speed: 28.8 kbps or better
- Internet Explorer Version 5.5 or later is necessary.
- Netscape Communicator Version 4.7 or later is necessary.
- The PC must have frames enabled to view all necessary pages.
- The PC must have cookies enabled. Non-persistent (or session cookies), are used for login authentication. This practice meets FEMA guidelines as stated in the CIO Guidance Memorandum 01-XX Draft.
- The user will be notified by email of the final import success or failure, and provide access to its logs.

The **email message** will contain a URL. The user will click on the URL which takes them to the Bulk Import Utility Login. After the user logs in and their account is authenticated, a file download box will be displayed. The user must specify to save the file to the hard drive. Winzip (or the compression utility on the XP machine) is necessary to extract the log files. The log files contain processing and validation information and should be reviewed by the user to verify import results.

Below are sections which provide additional information on Browser Versions and Settings.

When the file transfer is complete the message "Upload Status Successful" or "Upload Status Unsuccessful" will be displayed. A brief summary lists the name of the file uploaded, the file length (amount of records, not incidents), the file name as logged in the system, and the state for which the file was processed. A separate email including the validation log files will be sent to the address the user entered in the Bulk Import Utility submission form.

Additional information on Browser Versions and Settings

Internet Explorer Users: To verify the browser version, open Internet Explorer. Under the Help menu, select About Internet Explorer. The version number will be included in the information that is displayed. To upgrade to Internet Explorer 5.5, click on the Upgrade Information link in the About Internet Explorer window. Locate the appropriate upgrade for the PC.

To verify or change settings for Session Cookies:

Open the Internet Explorer browser. Under the Tools menu, select Internet Options. Click on the Security Tab.

In the "Select a web content zone to verify its security settings" area, highlight the Internet icon. Click on the Custom Settings button. The Security Settings window will be displayed. Locate the Cookies section, specifically Allow per session cookies (not Stored) options. Verify Enable is selected.

Netscape Users: To verify the browser version, under the Help menu, select About Netscape Communicator. The version number will be included in the information that is displayed. Netscape users can check for upgrades by clicking on the My Netscape icon on the browser, and clicking on the Downloads link. Locate the appropriate upgrade for the PC.

To verify or change settings for Session Cookies:

Open the Netscape Communicator browser. Under the Edit menu, select Preferences. Click on the Security Tab.

In the Category hierarchy, highlight Advanced.

Locate the Cookies section at the right and verify Accept all cookies is selected.

Click OK.

Completion and Notification of the Import Processing

As of March 26, 2004, a new method of receiving log files was implemented and is outlined as follows:

The email message sent to the Bulk Import Utility user notifies them the processing has been performed, and the email will contain a URL. The user will click on the URL which will take the user to the Bulk Import Utility Login page. The user will enter their login information and their account will be authenticated. A file download box will be displayed. The user must specify to save the file to the computer. The filename will include a long, numeric identifier, as it did prior to March 26, 2004. The zipped file will be downloaded and saved to the PC. Close the download box.

To extract and review the files, locate and double click on the file. The Winzip program is necessary for this operation (or the compression program offered on XP). All log files for an upload session (maximum: 30 files) will be included in the single, zipped file.

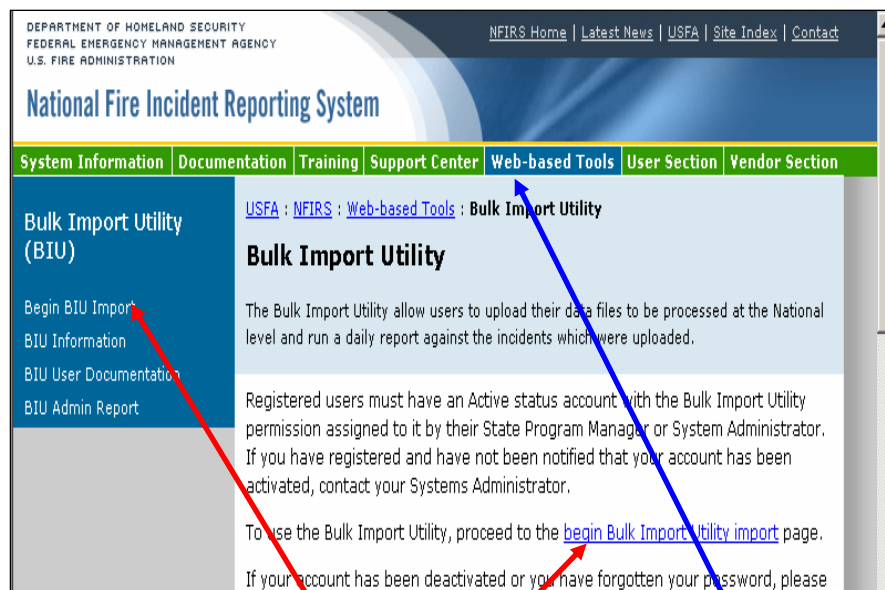
Depending on the settings of the user's PC, the file extensions may be displayed.

The .log file contains a summary of the import process

The err. file contains validation errors and warnings

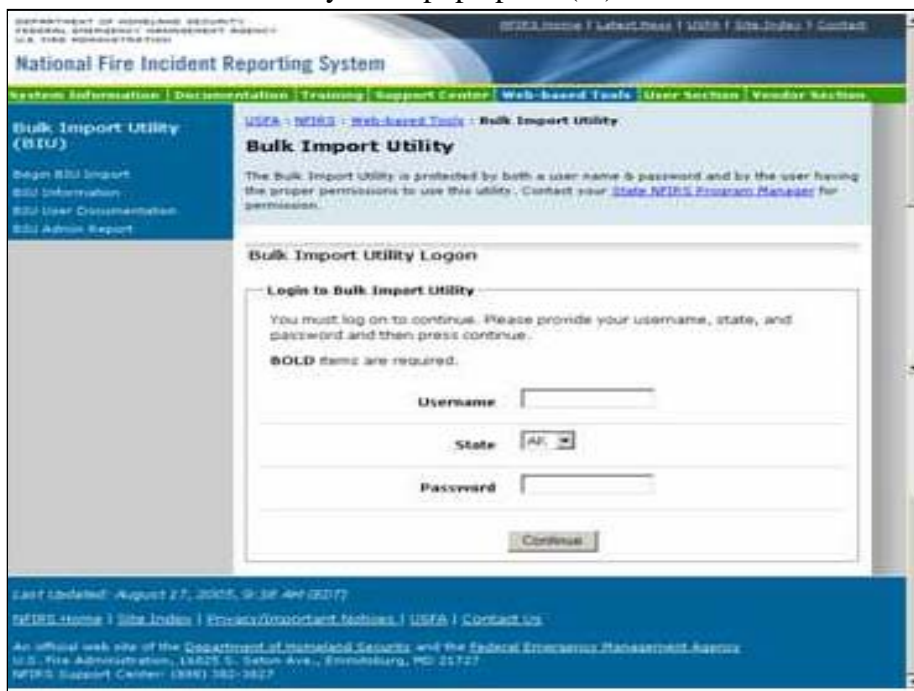
If present, the contents .unp file contains information to report a connectivity issue during processing may have occurred.

Quick Guide Steps for Using the NFIRS 5.0 Bulk Import Utility



1. Review system specs and if necessary, make necessary adjustments or upgrades.
2. Go **[to]** the NFIRS web site: <http://www.nfirs.fema.gov/> and click on the Web-based Tools' Section. Locate and click on the sidebar link for Begin BIU Import *[or click on the link in the second paragraph in the white area]*. The login page will be displayed. Enter your Username, State *[For Wisconsin, click "w" twice]*, and Password and hit Enter. Click Yes or OK to the Security Alert pop up box(es).

3. The NFIRS Bulk Import Utility page will be displayed. The Sidebar links include:
 - **BIU Information:** takes the user to NFIRS 5.0 Bulk Import Utility Information Page which contains pertinent info on the use of the BIU. System specs are located here as well as info on making adjustments.
 - **BIU User Documentation:** Takes the user to information for system specs, file format, etc., and a short MS Word doc which serves as a User Guide for the BIU.
 - **BIU Admin Report:** takes the user to the utility page where a daily report on Bulk Import Utility activity can be generated.



To Upload files:

4. The user must verify the email address is current and correct. The log files of the import will be returned to the email address displayed in the field.

5. Click the Browse button. A directory window will appear in which the user can locate the file to upload. Highlight the desired file and click Open, or locate the desired file and double click on it.
6. Repeat step 5 if there is more than one file to be uploaded in the session. NOTE: The same import specifications (see step 7) must apply to all files uploaded in the session. Ensure no two files being uploaded named the same.
7. The file name will appear in the field. Use the scroll bar, if necessary, to bring into view the specifications check boxes "Accept Invalid" and "Overwrite Existing" located on the right.
8. To Accept Invalid incidents during import, check the box to specify YES . To Overwrite Existing incidents during import, check the box to specify YES. (If the box is checked, in the returned log file TRUE will be shown for the specification. If the box is not checked, the log file will show FALSE for the specification.)
9. Click the Upload File button.
10. Verify the message displayed in the lowest frame states the import was successful. Close the browser to exit the Bulk Import Utility.
11. Monitor email for a message from: NFIRSBulkImport@fema.gov log files. (Note: the sender is: NFIRSBulkImport@dhs.gov)
12. In the body of the email message locate the URL, which appears as a long numeric identifier.
13. Click on the URL, which will bring the user to the Bulk Import Utility Login page.
14. Enter login information and hit Enter or click the "Continue" button. The user account information will be authenticated.
15. A file download box will be displayed. Click Save, specifying to save the file to the computer. (The file contains the resulting log files for all the files (maximum 30 files) uploaded in a session. Example: if 3 zip files containing 10 files each were uploaded in one session, the single zipped file that is downloaded will contain a .log file and a .err file for each of the 30 files, or 60 files minimum.)
16. When the file download is complete, close the box.
17. Locate the file on the computer and double click on it to extract the files (the Winzip program on the PC is necessary).
18. For each file uploaded, only the .log, .err, and if one was created, the .bad log file are returned to the user. It is important that the user review the log file information to verify no system errors are listed or that there are no discrepancies between the number of incidents processed and the number of incidents in the original file.

Users must save a copy of the original file should questions arise or investigation be necessary.

Log Files Information:

For each file uploaded, there may be two to several log files depending on the type of original file.

5.0 Files

- The .log file:

This file summarizes the import process. File information is listed at the top of the file and is followed by a list of incidents successfully imported and those incidents that failed, if any (noted by "exception during import"). At the bottom of the file is a summary of the number of valid, invalid incidents imported, incidents deleted (if any), and total imported.

- The .err file:

This file lists the Key Information for those incidents that have a validation error, as well as the cause of the error. Critical errors make an incident Invalid status. Warning level validation errors will not make an error Invalid status. If no incidents have validation errors, the .err file will be empty (blank).

- The .bad file:

A .bad file is not created with every import. When the user specifies NOT to Accept Invalid incidents upon import, a .bad file will be returned and will contain those incidents with validation errors. A .bad file will also be created if records fail because of formatting issues.

4.1 Files:

The log files from a 4.1 Master file import are appended as follows (4.1 Transaction files are appended in the same manner as Master file, with "Trn" in place of "Mst"):

```
_repaired41_fd41Mst.log
_repaired41_fd41Mst.err
_repaired41_inc41Mst.log
_repaired41_inc41Mst.err
_parse.log
_validation.log Note: "_repaired41_" may not be present in the file name
```

- the log file appended: _repaired41_fd41Mst.log contains a summary of the Fire Department information records that were processed.
- the log file appended: _repaired41_fd41Mst.err is usually empty.
- the log file appended: _repaired41_inc41Mst.log contains a summary of the incident records that were processed.
- the log file appended: _repaired41_inc41Mst.err is usually empty.
- the _parse.log contains the 4.1 summary of records read during the file parsing (preparation) process
- the _validation.log is the summary of the 4.1 validation errors. These incidents did not get imported.

If a .txt file is included, it contains a replication of the original records.

The same procedure used in reviewing 5.0 log files should be followed to review 4.1 log files.